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**NAS Inc. File verification for Respite/Relief Sub-Contractors/Volunteers:**

**NAS Inc. Contractor:** \_\_\_\_\_ **Respite** \_\_\_\_\_

**Clients:** \_\_\_\_\_

File Requirement for respite	Verification	Expiry Date
<b>Training and education</b>		
Certificate, Diploma, Degree		
Client specific training package for each client		
1 <sup>st</sup> Aid/CPR		
Medication administration		
Abuse protocol training		
Planned Practices Training(Restrictive and positive Behavioural training)		
NAS Inc. P&P		
CET		
CPI		
Disabling conditions		
Community Disabilities Field Responsibilities		
Contractor role		
Glass House		
Community Inclusion Descriptor		
Orientation		
Training Tracking		
NAS Inc. Emergency Processes		
<b>Qualifications</b>		
Resume		
Interview Questions		
References (3)		
Contract		
Oath of Confidentiality Agreement		
Copy of Valid driver's license		
Canadian Work Eligibility document (and valid Work Authorization Permit when SIN starts with a 9)		
Police Information clearance		
• 18+ in home		
Intervention Record Check		
• 18+ in home		
Declaration of disclosure of criminal activity		
Home Safety Report		
Annual Home Safety Checklist		
Insurance-vehicle		
Insurance-home		
Insurance deduction consent for General Liability		

\_\_\_\_\_  
**Signature of NAS Inc. Monitor**

\_\_\_\_\_  
**Date**